

ANSWERS TO SECTION REVIEWS

SECTION ONE REVIEW

1. A, B, C - individual responses
2. individual response
3. individual response
4. individual response

SECTION TWO REVIEW

1. A. Sex Discrimination
B. Sex Discrimination
C. Sexual Harassment
D. Sex Discrimination
E. Sexual Harassment
See pages 14-15, "Overview of Sex Discrimination" and pages 16-21, "Overview of Sexual Harassment."
2. individual response
3. Y
Y
Y
Y
Y
4. A. Hostile Environment
B. Quid Pro Quo
5. See page 20, "Behaviors Which May Constitute Sexual Harassment."
6. A. supervisor, subordinate
B. effect; intent
C. victim
D. unwelcome
term; condition; employment
basis; decisions; employment
hostile; offensive; environment

SECTION THREE REVIEW

1. The purpose of the EEO Complaint System is:
To provide employees and applicants with a mechanism for the prompt, fair, and impartial resolution of complaints of discrimination in the work environment.
2. A, B, C, D - See page 29, "Why Victims Might be Hesitant to Report Sexual Harassment."
3. Who is protected?
Males, females, employees, applicants for employment, supervisors, and non-supervisors

ANSWERS TO SECTION REVIEWS

SECTION THREE REVIEW (continued)

4. Whose conduct is covered?
Employees, supervisors, managers, non-employees, co-workers, non-employees participating in work-related activities or functions.
5. Dismissal, Suspension, Demotion, Reassignment, Written Reprimand, Oral Reprimand, Training
6. 45 days
7. A. sexual harassment, sex discrimination
B. promotion
C. back pay, benefits
D. job
8. Apply steps on pages 34-35, "Steps to Follow for Victims of Sexual Harassment," to the specific situations listed for question 2 in the Section Two Review.
9. **General Guidelines for responding to the complaint?**
Remember, complaints that have been initiated are allegations until the facts are determined. See page 36, "General Guidelines for Supervisors Responding to a Sexual Harassment Issue."
What would you take care not to do?
See page 36, "Behaviors to Avoid When Dealing with a Sexual Harassment Situation."
What are some necessary questions to ask to determine these facts?
Remember, it may be helpful to handle the situation like an interview to gather the facts. See page 37, "Guidelines for Managers and Supervisors Interviewing in a Sexual Harassment Situation" and "Necessary Questions to Ask During the Interview."

SECTION FOUR REVIEW

1. See page 43, "Effects on the Individual" and "Effects on the Work Place."
2. An employer is responsible for acts of sexual harassment in the work place where the employer, its agents or supervisory employees, knows or should have known of the complaint unless it can show that it took immediate and appropriate corrective action.
3. See pages 44-47, "Manager/Supervisor Responsibility in Preventing Sexual Harassment", "Most Effective Management Actions in Preventing Sexual Harassment", "Employee Responsibilities in Preventing Sexual Harassment", "Monitoring Personal Behaviors (All Employees)".
4. A. When there is a power difference by position.
B. There is numerical imbalance between you and other groups (by gender, race, age, etc.)
5. Sexual Harassment can occur because of the effect of one's behavior, and not necessarily because of the intent of the behavior.
6. See "Most Effective Management Actions in Preventing Sexual Harassment" (page 45).
A. Establish and Publish Policies.
B. Publicize how to use the complaint system.
C. Investigate complaints swiftly.
D. Enforce penalties for offenders.